

## GUIDE FOR LICENSE FOR PASTORAL MINISTRY (¶315-320) Eligibility Requirements. (All Categories)

¶315 states: "All persons not ordained as elders who are appointed to preach and conduct divine worship and perform duties of a pastor shall have a license for pastoral ministry. The Board of Ordained Ministry (635.2g) may recommend to the executive session of the annual conference the licensing of those persons who are:

1. **Provisional Members** commissioned by the annual conference.
2. **Local Pastors** who have completed the following:
  - a) The conditions for candidacy certification in ¶¶ 310. and
  - b) The studies for the license as a local pastor as prescribed and supervised by the Division of Ordained Ministry or **one-third** of their work for a Master of Divinity degree at a school of theology listed by the University Senate;
  - c) Been examined and recommended by the district committee on ordained ministry (¶ 666.8);
3. **Associate members.**
4. **Deacons in full connection**, seeking to qualify for ordination as an elder; or
5. **Licensed or ordained clergy from other denominations** who have training equivalent to the studies for license as a local pastor prescribed by the Division of Ordained Ministry, but do not meet the educational requirements for probationary membership in the annual conference.
6. **In every case, those who are licensed shall have:**
  - a) Released the required psychological reports, criminal background and credit checks, and reports of sexual misconduct and/or child abuse. They shall submit, on a form provided by the conference board of ordained ministry:
    - (1) a notarized statement detailing any convictions for felony or misdemeanor or written accusations of sexual misconduct or child abuse; or
    - (2) a notarized statement certifying that the candidate has not been convicted of a felony or misdemeanor, or accused in writing of sexual misconduct or child abuse.
  - b) Been approved by the board of ordained ministry (¶ 635.2h);
  - c) Provided the board with a satisfactory certificate of good health on a prescribed form from a physician approved by that board.

Having satisfied the provisions for the License as a Local Pastor (¶310)

- \_\_\_\_\_ 1. Certification as a Candidate for Ordained Ministry by District Committee on Ordained Ministry by **March 1** or the year attending School of Pastoral Ministry. (SCBOM)
- \_\_\_\_\_ 2. Examined by the District Committee on Ordained Ministry.
- \_\_\_\_\_ 3. Completed the School of Pastoral Ministry; or completed one-third of the number of hours required for MDIV. graduation in an accredited seminary and the two-day session of the School of Pastoral Ministry.

### Additional Eligibility Requirements (By Categories)

#### 1. Full-time Local Pastor (318.1,3)

- \_\_\_\_\_ 1. Able to devote full time to charge to which appointed.
- \_\_\_\_\_ 2. Receive cash support per annum not less than the minimum amount set by the Annual Conference for full-time local pastors.
- \_\_\_\_\_ 3. Enrolled in no more than six semester hours without prior approval of the district committee on Ordained Ministry (SCBOM Section II,B.8) for Five-Year Course of Study enrollment, **FOUR** courses per year are required.

#### 2. Part-time Local Pastor (318.2,3)

- \_\_\_\_\_ 1. Devotes less than full time to charge to which appointed. Enrolled in at least **TWO** Courses of COS.
- \_\_\_\_\_ 2. Receive less in cash support per annum than the minimum amount set by the Annual conference for full-time local pastors.

### Board of Ordained Ministry Application Process (All Categories) (¶315)

- \_\_\_\_\_ 1. Recommended by the District Committee on Ordained Ministry through the Associate Registrar, Division of Elders for Local Pastors (01 SCBOM).
- \_\_\_\_\_ 2. Approved for service by the Clergy Session of the Annual Conference upon the recommendation of the Conference Board of Ordained Ministry. (635.2h)

### Additional BOM Application Steps for First-Time Full-Time Local Pastors

- \_\_\_\_\_ 1. Report of a satisfactory Physical Examination on BOM (**FORM 103**)
- \_\_\_\_\_ 2. Submission of a satisfactory **credit** worthiness report (**06 SCBOM**)
- \_\_\_\_\_ 3. Favorable report from Psychological Testing
- \_\_\_\_\_ 4. **Interviewed** by the DCOM
- \_\_\_\_\_ 5. Satisfactory **S.L.E.D.** Criminal background check (**07 SCBOM**)

### Continuation as a Local Pastor (¶319)

#### Eligibility Requirements. (All Categories)

- \_\_\_\_\_ 1. Submitted a **written** statement of **educational plans** for the ensuing year to the District Committee on Ordained Ministry (college, seminary or Course of Study).
- \_\_\_\_\_ 2. Met with and been recommended for continuation by the District Committee on Ordained Ministry to the Conference Board of Ordained Ministry through the Associate Registrar for Local pastors, Division of Elders (01 SCBOM). **License** to be **signed annually** at meeting with District Committee.
- \_\_\_\_\_ 3. Continuation approved by the Clergy Session of the Annual Conference upon the recommendation of the Conference Board of Ordained Ministry
- \_\_\_\_\_ 4. Satisfactory written report of Mentor if a Mentor is assigned.

**Additional Eligibility Requirements (By Categories) (SCBOM)**

- 1. Full-time Local Pastor (318.1)
  - \_\_\_\_\_ 1. Completed annually a minimum of **FOUR courses** in the Ministerial Course of Study (§318.1) until completion of the five-year program. (Must be completed within eight years. §319.3)
  - \_\_\_\_\_ 2. Making progress towards completion of a minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university or option as noted in §318.3.
  - \_\_\_\_\_ 3. Submitted appropriate responses to the District Committee on Ordained Ministry regarding non-ministerial activities
- 2. Part-time Local Pastor (318.2)
  - \_\_\_\_\_ 1. Completed annually a minimum of **two courses** in the Ministerial Course of Study (§318.2) until completion of the five-year program. (must be completed within twelve years. §319.3)
  - \_\_\_\_\_ 2. Making progress towards completion of minimum of sixty semester/ninety quarter hours towards the B.A. or equivalent degree in an accredited college or university.

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**SUBJECT: LOCAL PASTOR:** Under §319.4, those appointed as local pastors may, upon completion of the Five Year Course of Study, continue as a local pastor without completion of 60 hours of college. After completion of COS, Local Pastors are required to acquire 3 Continuing Education Units per year and report this to Charge Conference.

**SUBJECT: COURSE OF STUDY**

- 1. Enrollment in the WEEKEND format for Part-time Local Pastors ONLY (Three Friday/Saturday per month for September/November/January/March) for COS at Duke cannot be crossed with the Two Months Format in July/August. You must continue for the 5-year course in the Weekend or Summer track. Part-time Local Pastors are required to complete a minimum of TWO courses in COS curriculum per year (§318.2)
- 2. Grades lower than "C" in the Course of Study will not be credited toward completion of the Course of Study program. Scholarships will only be awarded once for each course. (Scholarships will not be awarded to re-take a course.)
- 3. SC Conference current MEF support is \$960 for the COS Year for APPOINTED Local Pastors.
- 4. Applications for COS shall be signed by BOM Local Pastor Registrar (Rev. Bob Lee, 1727 Cypress Campground Road, Ridgeville, SC 29472-7341 Phone: 843-688-5463 relee@umcsc.org to be eligible for MEF.
- 5. Candidates are to request that a copy of the completed transcript for the COS be sent to: Office of Clergy Services, 4908 Colonial Drive, Columbia, SC 29203